**Podium**

- Treat Equipment Gently
- No food or drinks on the Podium
- Refrain from placing erasers, chalk, or any objects on the podium that can cause damage to the equipment.

**Connecting a Laptop**

- Connect the:
  - Network Line
  - HDMI
  - VGA cable
- Power up your laptop.
- We recommend temporarily disabling the wireless connection and connecting directly to the network. The wireless usually results in slower page loading times.

**Turning System On**

**Select Source:** Touch computer icon at bottom left and the source page will appear.

**System Off**

**Turn System Off:** Touch power button at top right of touch panel

**Turn System Off:** Select "shut down" or "continue use" button on pop up page

**Source Presentation**

1. **For Laptop HDMI:** Plug your laptop into the HDMI cable and select HDMI laptop on touch panel.
2. **For Laptop VGA:** Plug your laptop into the VGA cable and select VGA laptop on touch panel.
3. **For Room PC:** Select room PC on touch panel.

**Need Assistance?**

Please contact our ServiceDesk using the QR code on the Podium, call 804-524-5210, Email us at VSU_ServiceDesk@vsu.edu, or Submit a ticket via the ServiceDesk icon.